

Alarm Permit Application

Please Mail Application to:

Mountain View Police Department
Attention: Alarm Officer
1000 Villa Street
Mountain View, CA 94041

Permit _____
Date Issued _____
Amount Paid _____
New _____ Renewal _____ Change _____
Permit Expiration Date _____

1. Alarm Subscriber's/Business Name _____
2. Business/Residence Owner _____
3. Business/Residence Owner Contact Telephone Numbers _____
4. Address of Alarmed Location _____
5. Phone Number at Alarmed Location _____
6. Mailing Address _____ Attention _____
7. City, State, Zip Code _____
8. E-mail Address (for billing notification) _____
9. Alarm Company Provider _____

You **must list at least three persons** who will respond **within 45 minutes** in the event of an alarm. These persons must also have a key to the premises and be able to reset a malfunctioning alarm and secure the premises.

	Name	Day Phone	Night Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Date _____ Applicant Signature _____

KEEP THE YELLOW COPY FOR YOUR RECORDS
(PLEASE READ REVERSE SIDE OF YELLOW COPY)
PLEASE ENCLOSE THE PERMIT FEE WITH THE APPLICATION

- ☐ Commercial (\$60.00)
☐ Residential (\$15.00)

CITY OF MOUNTAIN VIEW ALARM PROGRAM (PERMIT)

The City of Mountain View City Ordinance (**MVCO 40.5**) requires any business or residence in the City that owns and/or operates a burglar alarm system to have an alarm permit. The permit process is one that is simple and easy.

An application for the permit can be obtained at the City of Mountain View Police Department or by visiting our website at www.mvcpd.gov. Once you have received the application, it is important that it is filled out completely. Please pay special attention to the contact persons list. In the event of an alarm activation, the department uses this list to contact a responsible person. It is important that all of the information on the application is accurate and current.

Once the application is complete, please return it to the Police Department in person or by mail. **If you choose to mail your application, please include your payment by check only. If you choose to pay in person, you may pay by cash, check or credit card.**

If mailing, please mail all permit applications with payment to: Mountain View Police Department, Attention: Alarm Officer, 1000 Villa Street, Mountain View, California, 94041.

Please be sure to retain the yellow copy of your permit application for your records. This will be your proof of purchase and compliance. If you choose to download your application via our website and mail your application with a check, please retain a copy of your canceled check. Your canceled check will be your proof of purchase and compliance.

Alarm permits are renewed on a yearly basis, one year from the date you originally obtained the permit. You will receive a reminder of this approximately one month before your permit expiration. Each time a permit is renewed, we ask that a new application be submitted in order to assure all contact information is current. A new fee is also required each time the permit is renewed.

The fee for residential permits is \$15 and \$60 for commercial. Permits cannot be transferred to new owners or occupants of property.

Due to the rising cost of false alarms, the City of Mountain View **charges a fee for false alarms**. The fee schedule is as follows:

- **The first false alarm is free.**
- **The second false alarm is \$75 with the option of a waiver if one elects to participate in the MVPD Alarm Inspection Service.** In this service, we will come to your location and offer advice on how to prevent future false alarms.
- **The third false alarm is \$100.**
- **The fourth false alarm is \$200.**
- **Any additional false alarms are \$300 per occurrence.**

These alarms are kept on a rolling-year calendar. As an alarm reaches its year anniversary, it no longer counts toward the fee scale.

If you have further questions, please feel free to contact the Alarm Officer at (650) 903-6186 or via e-mail at police@mountainview.gov.